

Morehead-Rowan County Airport Board Meeting Agenda

Thursday, 29 February 2024– 6:00 PM

Morehead-Rowan County Clyde A. Thomas Regional Airport

1800 Rodney Hitch Blvd., Morehead, Kentucky

- A. Call to Order
- B. Confirmation of a Quorum
- C. Recognition of Guests
- D. Approval of Minutes from the January Meeting
- E. Receive Financial Report for January 2024
- F. Public Comment

- G. Reports
 - a. FBO Activity Report: Mr. Holley

 - b. Garver Report: Mr. Adams
 - 1. Electrical Project – Radio interference
 - 2. Apron Expansion Project
 - 3. AWOS Project

 - c. Building and Grounds: Mr. Oliver/Dr. Derrickson

 - d. Legal Report: Mr. Rogers

 - e. Chair Report: Dr. Mattingly

- H. Old Business

- I. New Business:
 - a. Approval of Borrowing Funds from Frontier Housing Inc. for completion of Apron Project – Mr. Perkins
 - b. Approval of Executive Committee signature authority in the absence of the Chair – Mr. Perkins

- J. Adjournment

Next Regularly Scheduled Meeting – 6:00 pm 28 March 2024

Morehead-Rowan County Airport Board Meeting
Meeting Minutes
January 25, 2024

Chairman Bruce Mattingly called the meeting to order at 6:00pm in the Airport Conference Room with board members David Perkins, Tim James, Charles Derrickson, Bob Helton, and Porter Dailey. The members present via Zoom were Shannon Murphy and Ron Oliver. Members absent were Tom Fossett and Wes Holland. The guests present via Zoom were Jack Holley, Jr. – FBO, Holley Aviation LLC; Jason Slone – Interim Director, Morehead-Rowan County Economic Development Council and President/CEO, Morehead-Rowan Chamber of Commerce; and Ryan Sisemore – PE, Garver. The guests present were James Taylor – EAA, Student Pilot, Aaron Roberts – Pilot/Hangar Tenant, Josh Clark – Pilot/Hangar Tenant, Harry Clark – Rowan County Judge Executive, and Barbara Marsh – Assistant Secretary/Treasurer.

Dr. Mattingly presented the Minutes of the November 2023 meeting. The motion to approve the November 30, 2023, Meeting Minutes was made by Mr. Dailey, seconded by Mr. James, and approved unanimously.

Dr. Mattingly presented the November and December 2023 financial reports consisting of Statements of Activity and Financial Position. The motion to approve the November and December 2023 financial reports was made by Dr. Derrickson, seconded by Mr. Helton, and approved unanimously.

Public Comment

Judge/Exec. Clark reported that the airport board is one of the few boards which need very little oversight, and he considers our work the very best.

Mr. Slone reported that the airport's new neighbor, Eastern Light Distillery, will begin their building phase in Q1 or Q2 of 2024. There is also a build-ready site (lot #10) in the MMRC (Menifee-Morgan-Rowan) Regional Industrial Park.

Reports

a. **FBO Report.** Mr. Holley reported on airport activities, maintenance, and fuel.

1. Fuel Report December. 978 gallons AvGas 100LL; 1149 gallons JETA.

2. Community Hangar/Tie Downs. Matt Oldham-Eagle Upholstery, Zane McGlade, Brandon Hamilton, and James Stevens. Tie Downs: Charlie Hamilton and Johnnie Broughton.

3. Snow 8". The new plow truck performed very well during the recent snow event. We will borrow some of the #2 stone from the Apron Expansion project for added weight.

4. Airfield Electrical Burn Out Lights. The new edge lights were returned by ADB. Since the lights were returned to the airport there have been no burn outs.

5. Hangar Lighting Issues. Danny Brewer is still unavailable, and another electrician is also not available.

6. Virtower Airport Monitoring System. No update on installation. Dr. Mattingly reported that the KDA Commissioner is looking into a statewide license for Virtower services. Mr. Oliver commented that the annual renewal of the system will be soon.

7. Fuel Farm Issues. Both fuel farm pumps shut down on the same day. The JETA froze up and we could not determine the cause after thawing. We only have about 1000 gallons of JETA fuel left on the fuel truck, so a repair is needed ASAP. The cause might be thermal overload switch in panel. The AvGas froze up also but was thawed out.

8. Internet Service. Rajant has offered point to point service from their facility in the industrial park as part of a test program. They have indicated that if successful we may be able to use the service indefinitely. It has speeds: up to 90 MEGS. Zach with Rajant will be out early next week.

b. Garver Report. Mr. Sisemore

1. Airfield Electrical – Radio Interference. Replacements for burnt out runway/taxiway lights have been received from ADB. We are not experiencing the same rate of burnout. ADB usually sends a report detailing issues found with failed devices when sending back replacement lights, we have not received said report. We have asked for the report. Dr. Mattingly commented that it seems ADB is unconcerned and basically, the lights were nonfunctional.

Mr. Sisemore reported that the regulators were switched around and had the same problem. It could be that both regulators in a batch had the same issue. Another question was asked: “Is there any other way to test other than switching regulators out?” Mr. Sisemore said he did have an offer to use a regulator from another airport. If we did go that route, there is room to set in vault. If that works, then that would obviously identify the issue.

2. Apron Expansion Project.

- Below freezing temps and other weather issues had stopped the job during January.
- There are two concrete pours remaining.
- There has been a lack of activity even during good weather/working conditions.
- Mr. Helton raised the issue of the contractor being 28 days over the contractually allowed time as of the last invoice and suggested deducting liquidated damages from said invoice at the listed rate of \$1,200/day.
- Shamrock, having been advised they are over the contracted time, has yet to submit a formal written request and subsequent change order to add weather related delay days to the contracted number of days. We could add days to the contract for future invoices if requested and weather data corroborated said request.
- It was the consensus of the board to pursue the following course of action. Legal counsel will be consulted and if approved, \$1,200/day x 28 days will be deducted from current payment and a cover letter will be sent with payment addressing the deduction.
- Mr. Helton wants Shamrock Concrete Construction to fully understand the board is very serious about holding them to the contract, noting that the contract is a calendar-day contract and not a work-day contract.

3. AWOS Project. Mr. Adams is talking with KDA. There will be no grant within this fiscal year. We are actively talking with them for the next fiscal year.

c. **Buildings & Grounds Report**. Mr. Oliver, Dr. Derrickson
None.

d. **Legal Report**. Mr. Rogers
None.

e. **Chair Report**. Dr. Mattingly, Chair
KY Aviation Curriculum Feb. 20, 2024. The Kentucky Department of Education is sponsoring an introduction to the Kentucky Aviation Career Preparation Curriculum at the Kentucky Aviation Museum in Lexington. Dr. Murphy will be attending and report back.

H. **Old Business**
None.

I. New Business

a. Lights Out In Hangar. Mr. Roberts and Mr. Clark requested assistance in replacing burnt out lights in their hangar ceiling. Mr. Holley reported he is apprehensive about getting up on a ladder to replace the lights. When replacing lights, he takes out the ballasts and reconfigures them as they are replaced. A scissor lift would be helpful. Post meeting: Mr. Clark offered the county-city lift. Mr. Holley will contact Matt Hamilton, Parks & Recreation Director, to secure the lift.

J. **Adjournment**.
The meeting was adjourned at 7:10pm.

Resolution of the Morehead-Rowan County Airport Board

Upon motion duly made, seconded and adopted, by the Directors of the Morehead-Rowan County Airport Board:

BE IT RESOLVED that the Morehead-Rowan County Airport Board be and is hereby authorized to borrow a sum not to exceed \$300,000 from Frontier Housing, Inc., for the purpose of the apron expansion project. To that end, Bruce Mattingly, the Chairman of the Board, is authorized and directed to execute on behalf of the Morehead-Rowan County Airport Board such agreements and documents, including loan agreements, promissory notes, security agreements, assignments of leases and rents, closing statements, environmental indemnity agreements, and incumbency certificates as may be necessary to effectuate the foregoing loan and to grant Frontier Housing, Inc., collateral security in such collateral as may be requested by Frontier Housing, Inc., for the loan.

This the 29th day of February, 2024.

Bruce Mattingly, Chairman

ATTEST:



Secretary-Treasurer

Morehead-Rowan County Airport Board

Statement of Activity

January 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43440 City Operating Support	3,750.00
Total 43400 Direct Public Support	3,750.00
44500 Government Grants	
44520 Federal Grants	203,943.00
Total 44500 Government Grants	203,943.00
45000 Investments	
45031 Interest, checking account	51.67
45040 Interest Income, savings account	474.66
Total 45000 Investments	526.33
47500 Rentals	
47520 T-Hangars	7,985.00
47550 Late Fee	46.00
47570 Residence	550.00
Total 47500 Rentals	8,581.00
Total Revenue	\$216,800.33
GROSS PROFIT	\$216,800.33
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	807.00
62150 FBO	6,000.00
62170 Administrative	833.33
62190 Consulting Services	1,696.00
Total 62100 Contract Services	9,336.33
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	282.27
62870 Vehicle Registration/Repair/Mainte	263.59
Total 62800 Grounds and Facility Support	545.86
64400 Utilities	
64410 Electric	917.04
64420 Telecommunications	158.47
64430 Waste Disposal	97.05
64440 Water and Sewer	141.40
64450 TV	60.28
Total 64400 Utilities	1,374.24
65000 General Administration	
65020 Postage, Mailing Service	66.00
65040 Material & Supplies	69.72

	TOTAL
65130 Business Registration Fee	25.75
Total 65000 General Administration	161.47
Total Expenditures	\$11,417.90
NET OPERATING REVENUE	\$205,382.43
NET REVENUE	\$205,382.43

Morehead-Rowan County Airport Board

Statement of Activity

July 2023 - January 2024

	TOTAL
Revenue	
43400 Direct Public Support	
43420 County Operating Support	26,500.02
43440 City Operating Support	26,250.00
Total 43400 Direct Public Support	52,750.02
44500 Government Grants	
44520 Federal Grants	1,015,128.00
44540 State Grants	296,304.48
Total 44500 Government Grants	1,311,432.48
45000 Investments	
45030 Interest-Savings, Short-term CD	6,401.20
45031 Interest, checking account	160.65
45040 Interest Income, savings account	2,618.36
Total 45000 Investments	9,180.21
46400 Other Types of Income	
46430 Miscellaneous Revenue	
46481 Vehicle Surplus Sale	3,000.00
Total 46430 Miscellaneous Revenue	3,000.00
Total 46400 Other Types of Income	3,000.00
47500 Rentals	
47520 T-Hangars	35,205.12
47550 Late Fee	265.00
47570 Residence	3,200.00
Total 47500 Rentals	38,670.12
Total Revenue	\$1,415,032.83
GROSS PROFIT	\$1,415,032.83
Expenditures	
62100 Contract Services	
62112 AWOS Maintenance	2,421.00
62140 Legal Fees	1,319.46
62150 FBO	21,000.00
62170 Administrative	5,833.31
62190 Consulting Services	1,696.00
Total 62100 Contract Services	32,269.77
62800 Grounds and Facility Support	
62830 Facility Repair and Maintenance	10,604.67
62840 Equipment, Repair, and Maintenance	218.00
62870 Vehicle Registration/Repair/Mainte	-2,618.38
Total 62800 Grounds and Facility Support	8,204.29

	TOTAL
63000 Insurance	
63010 Insurance - Property, Er/Omis	12,930.39
63011 Insurance Reimbursement	-8,150.00
Total 63010 Insurance - Property, Er/Omis	4,780.39
63040 Surety Bond	167.97
63050 Liability Insurance	4,745.91
Total 63000 Insurance	9,694.27
64400 Utilities	
64410 Electric	5,137.79
64420 Telecommunications	1,183.22
64430 Waste Disposal	258.67
64440 Water and Sewer	891.36
64450 TV	401.44
Total 64400 Utilities	7,872.48
65000 General Administration	
65010 Bookkeeping Software and Subscriptions	1,185.11
65020 Postage, Mailing Service	190.55
65040 Material & Supplies	132.53
65110 Promotions and Advertising Expenses	92.00
65130 Business Registration Fee	50.75
65140 Bank Fees	0.00
65150 Memberships and Dues	335.00
65890 Events, Ceremonies, & Meetings	1,376.82
Total 65000 General Administration	3,362.76
65200 Fuel Expenses	1,425.00
80100 Capital Purchases	
80189 Apron Expansion Project	1,171,627.77
80197 2019 Runway Rehab Phase I CONSTRUCTION ONLY	30,000.00
Total 80100 Capital Purchases	1,201,627.77
Total Expenditures	\$1,264,456.34
NET OPERATING REVENUE	\$150,576.49
NET REVENUE	\$150,576.49

Morehead-Rowan County Airport Board

Statement of Financial Position

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank Bldg/Grnds Dep Reserve NOW Acct. .25%	7,626.17
Citizens Bank Construction Account NOW .25%	307,809.97
Citizens Bank Operating Account NOW .25%	42,514.99
LM&C Fund Offset	-77,230.00
Local Match & Construction Fund	0.00
LM&C June 2020	27,230.00
LM&C June 2022	50,000.00
Total Local Match & Construction Fund	77,230.00
Total Bank Accounts	\$357,951.13
Other Current Assets	
Edward Jones CD 2 mo 5.15% 6.5.23 matures 8.14.23	0.00
Edward Jones CD 1 mo 5.1% 8.17.23 matures 9.18.23	0.00
Edward Jones CD 3 mo 5.3% matures 9.11.23	0.00
Edward Jones CD 3 mo 5.3% matures 9.6.23	0.00
Edward Jones CD 3 mo 5.35% matures 10.27.23	0.00
Edward Jones Money Market	328,021.27
Total Other Current Assets	\$328,021.27
Total Current Assets	\$685,972.40
Fixed Assets	
15000 Furniture and Equipment	760.90
Total Fixed Assets	\$760.90
TOTAL ASSETS	\$686,733.30
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	321,613.58
32000 Unrestricted Net Assets	214,543.23
Net Revenue	150,576.49
Total Equity	\$686,733.30
TOTAL LIABILITIES AND EQUITY	\$686,733.30